ADMINISTRATIVE ASSISTANT

DO YOU LIKE:
- Keeping things organized?
- Working closely with others?
- The challenge of balancing a variety of responsibilities?
- Using computer software to keep records and accomplish goals?

Title	Entry Wage	Average	Medium	Middle Range	Training
Administrative Assistants and Executive Secretaries	$11.90	$16.00	$15.40	$13.00- $18.40	Moderate Term On-the-job Training

JOB OUTLOOK

Job growth is expected to be slower than average due to automation and increased productivity. Numerous job openings, however, will result from the need to replace workers who leave this popular occupation each year. Opportunities should be best for applicants with extensive knowledge of software applications.

JOB DESCRIPTION

- Use computers and office equipment to manage information for an office
- Plan and schedule meetings and appointments
- Organize and maintain paper and electronic files
- May conduct research, prepare reports, and do desktop publishing
- Provide information by using the telephone, postal mail, and e-mail.
- May supervise other clerical staff

ADMINISTRATIVE ASSISTANT

WORKING CONDITIONS

- Usually work in schools, hospitals, corporate settings, legal, and medical offices
- Sit for long periods and may experience eyestrain and repetive motion problems (such as carpal tunnel syndrome) from typing at a computer.
- Typically work a standard 40-hour week, although there can be opportunities for flexible work arrangements such as part-time or telecommuting.

EMPLOYER REQUIREMENTS

- Microsoft Word and Excel skills
- Communication skills
- Typing and keyboarding skills
- Basic telephone skills
- Filing skills
- Correspondence management skills
- Writing skills

FOR TRAINING

Most jobs in this occupation require a high school diploma.

Once hired, administrative assistants and executive secretaries usually receive on-the-job training.

Related Job Info: http://careers.utah.gov
                          http://jobs.utah.gov

Build your own
Administrative Assistant
Career Ladder

Picture yourself here!

Occupation _____

Average entry wage per hour: $ _____

Required training/experience: _____

Target completion date: _____

Training institution: _____

Funding: _____

Occupation _____

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